

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Child and Family Services
11 State House Station
2 Anthony Avenue
Augusta, Maine 04333-0011
Tel.: (207) 624-7900; Toll Free: (877) 680-5866
TTY: Dial 711 (Maine Relay); Fax: (207) 287-5282

MEMORANDUM

TO: Child Care Providers

FROM: Office of Child and Family Services

DATE: March 1, 2021

SUBJECT: Child Care Provider Stabilization Grants

In December 2020, Congress approved the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA). The CRRSA included \$10 billion in additional funding for the Child Care Development Block Grant (CCDBG) to provide additional support to families and providers as the COVID-19 pandemic continues and to assist with recovery. Of this amount, Maine is receiving \$30.5 million

Maine has estimated 75% of those funds for grants going directly to child care providers for stabilization and support. All licensed child care providers and Child Care Subsidy Program (CCSP) license-exempt nonrelative providers that are open and providing direct child care by **March 1, 2021** are eligible to apply. Programs with short-term closures due to their response to COVID-19 cases are eligible to apply. Below are the details on how providers can apply for and receive the grant:

- All licensed and CCSP license-exempt nonrelative child care providers who are open and providing direct care by March 1, 2021 are eligible to apply.
- The application period will be open from Monday March 1, 2021 to Thursday March 25, 2021.
- Programs will only need to apply once.
- Grant payments will be provided in four (4) installments on the following approximate schedule:
 - April 2021
 - June 2021
 - September 2021
 - December 2021
- Each payment amount will be based on the following factors:
 - Licensed capacity: \$90 per child
 - License-exempt nonrelative providers will be paid based on a capacity of three (3)

- Additional amount based on Quality Rating Improvement Step Level: Step 1-\$100, Step 2-\$150, Step 3-\$200, and Step 4-\$250
- Additional amount based on current participation in the Child Care Subsidy Program: \$400 per provider
- The grant application may be found here: <https://www.maine.gov/dhhs/crrsa-funds>
- Grants will be provided through a one-time application. Providers who do not complete the application by the deadline or are newly licensed after the initial installment, will be eligible to apply for future payments. **Updates and future enrollment periods will be posted on the OCFS COVID-19 Response [website](#) page.**
- Providers must have an accurate Vendor Code on file to receive any payments.
 - If you receive reimbursement for CCSP or received previous CARES Act grant awards, your program has a Vendor Code on file.
 - For questions about Vendor Codes please contact OCFSCCDFGrants.DHHS@maine.gov
- Providers with multiple facilities must complete separate applications for **each** site.
- The first installment checks will be issued after April 3, 2021.
- Grant funds are considered taxable income.

Guidance for CCRSA Fund Spending

Grant funds are meant to cover COVID-related costs for the following:

- Hazard pay or bonuses to staff;
 - *OCFS strongly encourages providers to use portions of the grant to support their staff as a way to sustain and improve the early childhood workforce to positively impact children.*
- PPE (masks, face coverings, etc.);
- Additional public health expenses (cleaning supplies, janitorial cost, etc.);
- Additional administrative expenses due to COVID-19;
- COVID-19 testing and contact tracing;
- Additional food cost due to COVID-19; and/or
- To prevent hardship due to closings in response to positive cases of COVID within programs or decreased enrollment.

For audit purposes, receipts and records related to how funds are used must be retained by providers for a minimum of five (5) years and provided to OCFS upon request.

Providers who receive these grants may not use grant funds for costs that are reimbursed or compensated by other federal or state programs, including the Small Business Administration's Paycheck Protection Program (PPP), the Public Health and Social Services Emergency fund, or unemployment compensation.

For questions or more information please contact OCFSCCDFGrants.DHHS@maine.gov